Comment Matrix Instructions

Provide all comments from your department or organization in a single, consolidated matrix.

Column Descriptions

Page # & Section #:	Please type the page number and section number into the respective column that will tell us where you are referring to in the document.
POC Information:	Provide the commenter's/POC's organizational element, name, and contact details. Please provide as much contact information as possible.
Comment Type:	**Type "C"** for critical comments, which are those comments that are of highest significance and that you believe must be addressed in the next version of the document.
	Type "S" for substantive comments, which are those comments that are of major significance and have a bearing on the content of the document.
Comments:	Type in your proposed changes, providing specific suggested language. **Recommended language must come with all proposed changes.**
Rationale:	Provide an explanation / justification for your proposed changes.
Adjudication:	**FOR POLICY OFFICER USE:** Policy Officer will add an explanation of the adjudication on your comment.